

## PAYROLL SPECIALIST

### NATURE OF WORK

This is responsible work assisting in the coordination of the City's payroll system.

Work involves coordinating various payroll functions necessary to ensure correct payment of wages to City employees; and ensuring proper records are maintained and required reports are prepared and distributed. Work also involves assuring compliance with local, State and Federal regulations. Work is performed within established guidelines and procedures and under the general supervision of the Payroll Administrator.

### EXAMPLES OF WORK PERFORMED

Reviews new hire paperwork submitted by departments; follows up with departments if information or paperwork is incomplete and/or incorrect.

Balances bi-weekly payroll utilizing various control reports, error reports, payroll register, and earnings and deduction registers; determines action necessary to correct errors.

Assists with set up and testing of new earning codes and deduction codes.

Reviews and processes monthly billings for health, dental and vision insurance; identifies billing discrepancies and follows up with appropriate individual to correct.

Assists with the balancing and distribution of W-2 forms and of required Federal and State reports.

Provides advice and assistance regarding payroll problems.

Provides backup to Payroll Supervisor when absent.

Performs various Accounts Payable responsibilities.

Performs a detailed audit of payment voucher batches received from assigned departments; reviews all items on the invoice and makes changes as needed.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and experience in computerized payroll systems.

Knowledge of municipal codes, ordinances, regulations, rules, labor contracts, insurance plans, pension plans, various other deductions and earnings, and established policies as they relate to pay and benefits.

Knowledge of current payroll practices and procedures.

Knowledge of governmental regulations regarding payroll taxes.